



Speedway United Methodist  
Child Care Ministry

5065 West 16<sup>th</sup> Street, Speedway, IN 46224-6598

Phone: 317-241-1049

A child care and a learning environment for children  
ages 2 through 6

**Monday – Friday | 7:00 am to 6:00 pm**

# **PARENT’S HANDBOOK**

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<https://speedway-umc.org/child-care/>

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Revised July 2025

Welcome to Speedway United Methodist Child Care Ministry. It is our goal to provide quality care and education for the children entrusted to us. This handbook is meant to be a resource for parents and guardians – an answer to questions that may arise. If at any time there are questions not answered here, please feel free to call us at 317-241-1049.

## **Speedway United Methodist Child Care**

### **EDUCATIONAL OBJECTIVES**

- To provide moral and spiritual guidance consistent with the principles set forth in the Holy Bible and embodied in the life of Jesus Christ.
- To help the child achieve a positive self image.
- To encourage the child to express his/her creativity.
- To foster a sense of responsibility with respect to the rights of others.
- To help the child learn to behave appropriately in all situations.
- To foster and protect the child's physical health.
- To create an environment where the child can be an individual while learning social skills.
- To facilitate the learning of language skills through interaction among children and adults.
- To develop a foundation and foster development of basic reading and math skills.
- To encourage the child to listen and concentrate so that he or she becomes a more effective student.
- To offer a variety of experiences that will both stimulate and satisfy children's innate interest and curiosity about the world in which they live.
- To strengthen the role of each parent as a most important mainstay of the child's life.
- To increase the parent's acceptance of the child as a growing and developing individual who needs the parent's love and approval.

### **PRINCIPLES OF THE PROGRAM**

The emphasis of the program is strengthening, not substituting for, the family's child-rearing capacities. Each classroom offers stability in setting and staffing that gives the child needed security while offering a rich environment to stimulate the child. We strive to develop good communication between staff and parents. At the same time, we are resourceful and adaptable to the individual needs of the child. We accept and appreciate the child's culture, customs, and languages. The program provides for the health protection of the children while meeting their physical needs. We effectively monitor each child's development.

## ENROLLMENT POLICIES AND REPORTING RESPONSIBILITIES

Every child at SUMCC must have the following information on file before entering:

\*Student Registration

\*State Forms

\*Health Record

\* Immunization Forms

Confidentiality of information about a child and family will be maintained at all times. All forms and other information concerning the child and family are accessible to the parent/guardian, SUMCC staff, and state regulation agencies.

In the event of a divorce, or custody ruling, please notify the school so that we may ensure that proper procedures are followed. Written documents will be required. In this case, the school recognizes both natural or adopted parents as having custody of a child unless an official court order is on file giving one of the parents exclusive custody. In such cases, the school follows court orders. In the absence of a court order, either parent may pick up.

It is the policy of this program not to disclose the names of the children who may have caused injury to another child or children while attending the school. This ensures each family's privacy.

## HOURS OF OPERATION

SUMCC offers a child care and a learning environment for children ages 2 through 6  
**Monday – Friday | 7:00 am to 6:00 pm**

## CLASSES AND PROGRAMS

<b>Classes</b>	<b>Ages</b>	<b>Child:Teacher Ratios</b>
Caterpillars	2 years	5:1
Butterflies	2 ½ years	7:1
Ladybugs	3 years	10:1
Pre-Kindergarten	4-5 years	12:1

Please visit our website at <https://speedway-umc.org/child-care/> for more details regarding class descriptions.

## ARRIVAL PROCEDURES

When you arrive, you are required to sign your child in. You are also required by State Department of Public Welfare regulations to make sure a staff member is aware of your child's arrival by walking him/her into the building and then to his/her class. This regulation is essential for the safety of your child. Under no circumstances should you let your child out of the car in the parking lot to enter the building unattended! Likewise, at the end of the day, you must sign your child out. If you remove your child from their classroom at any point during the day with the intentions of returning them to the classroom (e.g., to assist with potty training, for lunch, medical appointment, etc.), you must sign your child out and then sign your child back in.

Please enter the parking lot carefully (there are many children coming and going at different hours) and park in a marked space. It is required that you turn off your car engine (to avoid accidents) before walking your child inside. Do not leave a child or children alone in the car. We also recommend that you lock your car to deter theft even though you will only be gone from it for a few minutes.

## ATTENDANCE POLICY

Your child will receive full benefit of our program if he or she attends school regularly. It is important that the child arrive at school by 9:00 am. Children in the Pre-K classroom are required to attend daily from 8:30 am until 3:00 pm.

### PARENTS ARE REQUIRED TO DO THE FOLLOWING:

- All absences must be reported to the office. You should call the office at 317-241-1049 to report absence or tardiness. Report the following to the person who answers:
  1. Your name and the child's name.
  2. The reason for the absence.
  3. The anticipated length of the absence.
- **You must not bring your child to school (he or she will not be admitted) if any of the conditions (fever, vomiting, diarrhea, communicable/contagious diseases, parasitic conditions, streptococcal, unusual skin conditions, etc.) listed in the "Health & Safety Policies" section of this handbook are present.**
- Your child may be refused admittance to school if our staff determines the child is ill, has a possible communicable disease or condition, or is running a fever. Such exclusion is made for the welfare of the other children and staff, and it is part of the Board of Health and child care regulations. Please contact the school office if your child has any communicable disease or condition so that we can inform you of any additional documentation or testing which may be required before we may allow your child to return. A doctor's statement may be required before your child may return to school.
- You should watch for early warning signs of illness that may include lethargy, listlessness, lack of appetite, irritability, or a change in sleeping pattern. If your child has one or more of these symptoms, consider keeping them at home. If these appear during the school day, we may contact the parent.

## VACATIONS

After six months in the child care, parents are allowed two weeks of vacation time without payment of tuition **per academic year (August 1<sup>st</sup> - July 31)**. These weeks must be taken in full week increments only – no partial weeks. Written notice must be submitted to the office at least two weeks prior to the vacation. You will be charged for any additional time beyond the two weeks allowed or for vacation without advance notice. (The child cannot be in attendance during vacation time.)

## BAD WEATHER OR OTHER CLOSINGS

In consideration of working parents, we rarely close for bad weather conditions. Only snow emergencies restricting our access or other emergencies which would prevent us from using the building or having a safe level of staffing would cause us to close. For those rare occurrences, the child care will contact the parents and when possible our school will be listed on TV and local weather stations. There is no student tuition reimbursement for days or hours missed due to closure or delays.

We are closed for the following holidays:

New Year's Day  
Memorial Day  
Fourth of July  
Carburation Day  
Christmas Day

Labor Day  
Thanksgiving Day  
Day After Thanksgiving  
Christmas Eve (close at 12:00 noon)

\*Two-three staff in-service (training) days per calendar year (dates to be announced)

\*Early release for staff meetings (dates to be announced)

## TUITION

- No tuition credit is given for any absence except as explained in the Vacation policy above.
- All parents are required to sign a Student Tuition Agreement stating your payment amount.
- Weekly payments are due on **Monday** morning for the week. Balances not paid in full by Wednesday of each week may result in a late payment charge of \$10.00 per week.
- Direct deposit option is recommended as this option offers the smallest fee.
- All payments in-person must be sealed in envelopes with the following information printed on the front:
  1. The child's FIRST and LAST name. (**Very** important.)
  2. The parent or guardian's name.
  3. The date of the Monday for which this payment is made.
  4. The amount of the payment. If you are paying by check, also write the child's first and last name on the "memo" line on the check. Please be sure to have correct amount as we keep no cash in the building.
  5. Master Card, Discover, and Visa are not encouraged but accepted. However, service fees will be added to your payment.

When you have properly prepared the payment, it must be given to a staff member. Cash payments require receipt from staff.

- Returned checks result in immediate dismissal until all charges are paid. In addition, a \$25.00 service charge will be levied on each check returned unpaid by the bank.
- Tuition payments will continue to be charged until you formally withdraw from our program. Withdrawal notice must be in writing to the school office a minimum of two weeks before the date of withdrawal as stated in the Student Tuition Agreement.
- A child will be excluded if payments are more than two weeks past due.

## EMERGENCY AND CHILD RELEASE INFORMATION

At enrollment, each parent will be given an Intake Agreement Form. On this form, any person that is authorized to pick up your child must be listed. We will **NOT** release your child to anyone whose name is not on the form. A phone call is **NOT** sufficient notification to allow an unauthorized person take your child. Teachers or office personnel may require a photo ID such as a driver's license before they release the child. This is done for your child's safety.

Parents listed on the child's birth certificate may **NOT** be denied access to the child unless a current, signed court order is in our file stating specifically that a particular parent (by name) can **NOT** pick up, or be near the child.

For the safety of your child, the phone numbers you give us to use must be kept current including home, cell and work numbers. This information is also used in case of accident or illness. We need to be able at all times to contact someone who can be responsible for your child. This information is used only for school business and is kept confidential.

## LATE PICKUP POLICY

The Speedway United Methodist Church Child Care Ministry closes promptly at 6:00 p.m. and arrangements should be made for your child to be picked up by this time. Our staff has outside responsibilities and families of their own.

Please call 317-241-1049 if you know you are going to be late picking up your child. A late pickup with no call will be assessed a \$10.00 fee in addition to the fees listed below.

Beginning at 6:01 p.m., late fees will be assessed to any parent whose child has not been picked up,

regardless of the reason. A late pickup form must be signed by the person who picks up the child with the time, date, and child's name.

**Late Fees will be assessed at \$1.00 per minute.**

Late fees are to be paid by cash only and must be paid before the child returns.

### **CLOTHING AND DRESS CODE**

Children should wear play clothes to school. Children should wear tennis shoes—flip-flops or sandals are not allowed. We allow the children freedom of movement and activities. They will play in dirt, sand, clay, mulch, play-doh, paint, water, glue, etc. which may end up on their clothes. This is normal and we will not restrict the children from these developmentally appropriate activities. Children should be comfortable and able to freely, creatively express themselves even if it means getting dirty. We will not discipline a child for getting dirty. Please be sure clothes are laundered weekly. All articles of clothing **MUST** be labeled in some way to be easily recognized by the parent and teacher. Mittens, gloves, and hats should be individually labeled. Clothes should be designed to encourage the child to dress and toilet themselves. Each child is assigned a designated space for his or her personal belongings. Encourage your child to be responsible for his or her items.

If your child forgets to wear or bring an article of clothing home, please send a note to the teacher describing the item and where the child's identification is located on the article or clothing. The teacher will send the item home or send you a note explaining where it is.

If you have difficulties obtaining any items required in this handbook, please reach out to our director for additional community resources, confidentiality will be maintained.

**The Speedway United Methodist Child Care Ministry will not be responsible for any article of clothing or property lost or stolen.**

### **DAILY ITEMS NEEDED**

Every parent must provide the following items daily for their children to be admitted:

- Two complete changes of clothing in a labeled sack so we may keep it here in case of an accident. (Please change as seasons change.)
- A small blanket and travel pillow (clearly marked). (No pillow pets, please!)
- If your child is not toilet trained, please send a sufficient supply of disposable diapers and baby wipes.

Blankets and pillows must be taken home on Friday to be laundered and returned Monday.

### **DISCIPLINE POLICY**

Guidance and discipline are an integral part of interacting with young children. Guidance and discipline help nurture socially acceptable behaviors that are the foundation for successful social relationships. Properly used, these techniques include: redirection, offering alternatives, natural and logical consequences, give clear directions, problem solving, and "time out."

A staff person shall not use, nor permit any person to use, corporal or other cruel, harsh, or unusual punishment, or any humiliating or frightening method to control the actions of any child or group of children. No child of any age shall ever be shaken, hit, or spanked. No child shall be subject to verbal

abuse or profanity.

Brief, supervised separation from the group may be used if necessary. Punishment shall not be associated with food, rest, or toilet training. Bedwetters shall not be shamed or punished.

In situations where the child's behavior is unacceptable, the teacher will remove the child to a quiet area of the room; explain why the child's behavior is unacceptable, and what the child must do (how he or she must behave) to return to the group. These behavior incidents may be documented if patterns appear and your child's teacher or the child care director may request a meeting to discuss the behavior. If it persists, another meeting may be requested to determine a plan of action for your child. Your participation in this process is essential to the team's success with determining the cause of the behavior and to ensure your collaboration regarding best approaches for all to respond across home and child care environments.

At times, the reason behind a behavior is not always clear to the parents or child care staff, and the child care director may request the parent(s) speak with your child's physician regarding the behavior in order for the child to maintain enrollment in the program. Please know our child care staff only wish to support each child in their development, as all children develop differently and it is also our responsibility to support parents in identifying red flags for potential developmental delays that may need further assessment by a doctor or other developmental specialist (e.g., speech therapist, physical therapist, occupational therapist, behavioral health specialist, etc.).

Behaviors not permitted are hitting or hurting other children or adults, inappropriate touching, destruction of property, swearing, or behaviors which endanger themselves or other people (such as running away from the teachers or climbing on furniture).

Parents may be requested to pay for property that a child deliberately destroys.

Children may be discharged if persistent behavior problems occur which may be harmful to themselves or others. Termination of child care is always viewed as the last resort.

## **TOILETING POLICY AND BATHROOM USE**

All children age 3 or older should be actively working on toilet training at home before they may be enrolled. We understand that any child may have an accident but repeated toileting accidents cause disruption to the classroom and make it difficult to maintain state required child to staff ratios. If this occurs, parents will be required to collaborate in the creation of toilet training plans to ensure consistency at home and at the child care. If a parent is not participating in furthering their child's toilet training, then child care services may be suspended or terminated.

You can help by doing the following:

- Do NOT send your child to school if he or she has diarrhea or other severe toileting problems.
- If your child has a medical condition, which may cause excessive use of the bathroom, please let the school office and your child's teacher know. A doctor's statement may also be required.
- Each class has scheduled restroom times when all the children are taken to the restroom. To use the restroom at other times, your child need only ask the teacher.
- Children in pre-K are required to take care of their toilet needs. They must know how to clean themselves after using the facilities.



## QUIET TIME

We are required to provide a “quiet time” for all children. Quiet time is from 12:15 pm to 1:45 pm for smaller children and 12:30 p.m. to 2:00 p.m. for older children. During this time, the children lie down on cots and are to be quiet. Children are not required to sleep nor are we allowed to make them sleep. We do encourage them to sleep, however. Your help in preparing your child for this time is appreciated.

## HEALTH & SAFETY POLICIES

### Physical Examinations

**Each child is required to have a physical examination within 30 days of admission or six months prior to admission.**

### Illness Policy for Children

#### Reason this policy is important:

Although some illnesses do not require exclusion, sometimes illness requires a child or staff member to be excluded from care to prevent the spread of infection to other children and staff and to allow the child time to rest, recover and be treated for the illness. This policy outlines illnesses and situations that require exclusion.

#### Procedure and Practices including responsible person(s):

The staff will decide whether a child who is ill will be permitted to remain in the program for the day. Parents may be asked to submit a doctor's note in order to return to the child care.

#### Temporary exclusion will occur when:

- The illness prevents the child from participating comfortably in activities as determined by staff.
- The ill child requires more care than the staff can give, which may result in compromising care for other children.

#### Temporary exclusion will also occur when the child has any of the following conditions:

- **Appears to be severely ill.**
- **Abdominal pain (persistent):** that pain continues for more than 2 hours or intermittent pain associated with fever or other signs or symptoms.
- **Blood in stool:** must have physician's note to return
- **Cold** with fever or a respiratory infection.
- **Communicable (contagious) diseases** such as chicken pox, scarlet fever, measles, pinkeye, mumps, rashes, mononucleosis, etc.
  - **Conjunctivitis (Pink Eye):** A child should be excluded for bacterial treatment conjunctivitis (red eyes, green or yellow discharge). They may return 24 hours after treatment has started and are able to participate in activities.
  - **Hepatitis A:** Exclude until 1 week after onset of viral illness or until after immune serum globulin has been given to children and staff in the program, as directed by the local health department.
  - **Impetigo:** Exclude until 24 hours after treatment has begun.
  - **Measles:** Exclude until 5<sup>th</sup> day after rash disappears or local health department states patient is non-infectious.
  - **Mouth Sores:** Exclude if mouth sores is coupled with drooling.
  - **Pertussis: (Whooping Cough)** Children should be excluded until five days of appropriate antibiotic has been completed or until local health department states patient is non-infectious.

- **Rash:** With fever and/or behavior change.
- **Streptococcal pharyngitis (Strep Throat):** Excluded 24 hours after treatment has begun.
- **Tuberculosis:** Tuberculosis (TB) Exclude until the child's physician or local health department authority states the child is non-infectious.
- **Varicella-zoster (Chicken pox):** Exclude until all the lesions have dried and formed scabs usually within six days of onset of rash.
- **Diarrhea:** defined by watery stools or decreased form of stool. Children diagnosed with Salmonella, Shigelloses or E. Coli infections are excluded until released by a physician. Children should be free of diarrhea for 24 hours before returning to school.
- **Fever (100 degrees or more). Child must be fever free for 24 hours without use of medication.**
- **Parasitic Conditions: see below**
  - **Pediculosis (Head Lice):** Children should be excluded as long as nits or live bugs are present. Children may return after being treated and all nits and bugs are removed.
  - **Pinworms:** Children should be excluded for 24 hours after treatment has begun.
  - **Ringworm:** Lesions must be covered with bandaids and clothing so child is not touching it. If child can not stop touching it, child may not return for 48 hours after treatment, when it is no longer contagious.
  - **Scabies:** Children should be excluded 24 hours after treatment is begun.
- **Vomiting: Children are excluded for 24 hours after the last episode of vomiting.**
- **Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.**

Following an illness or injury, children will be readmitted to the program when they no longer have the above symptoms, have begun appropriate treatment and/or no longer have significant discomfort and feel well enough to participate. Parents may be asked to submit a doctor's note in order to continue care.

Children with the above signs and symptoms will be separated from the group. Parent/guardian or emergency contact will be notified by staff and asked to pick up the child as quickly as possible.

**In Case of a Child Illness:** Parents will immediately be notified in the case of a child illness. A copy of each child's record is kept in the office and in each child's classroom. Every effort will be made to contact the child's parent or guardian in the case of child illness. If necessary, alternate contacts will be called.

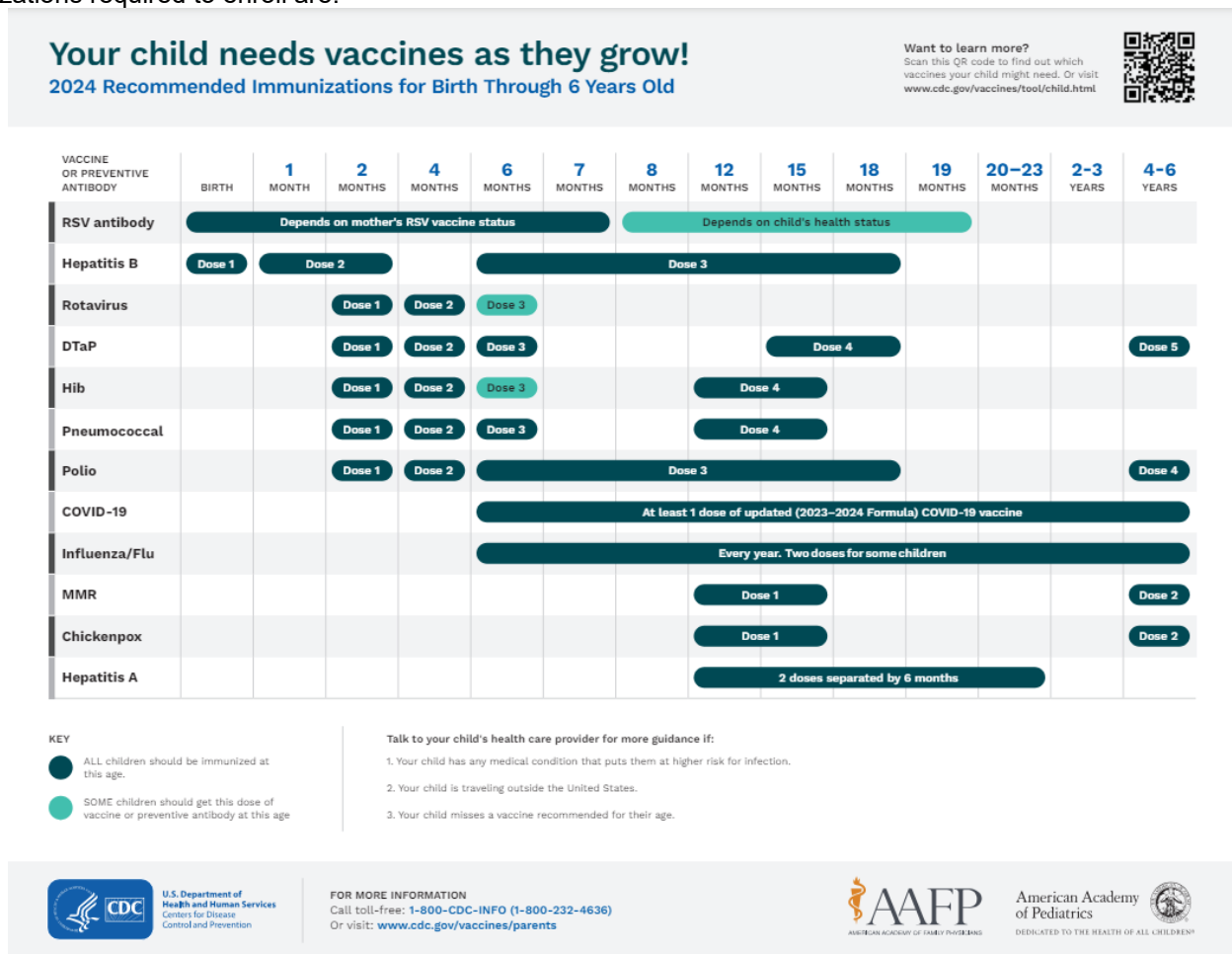
## IMMUNIZATIONS

We are required by law to have a copy of your child's current and up to date immunization records on file. Children who attend any program MUST have all of their immunizations – this includes the Prevnar immunizations as well as the Varicella (chick pox) immunization. When your child visits the doctor for immunizations, please remember to bring in the updated records for our files. If you have questions about these immunizations, please contact your child's doctor.

If your child does not receive these immunizations due to medical reasons or religious beliefs, we must have a written statement in our files. Per Indiana Code 12-17.2-6-11, the objection for religious reasons must be (1) made in writing, (2) signed by the child's parent or guardian; and (3) delivered to the child care ministry. Medical reasons must be listed and signed by a physician.

We are inspected bi-annually by the state – failure to produce accurate records may result your child being removed from the program or in our facility closing.

Immunizations required to enroll are:



## ACCIDENTS

We make every attempt to watch for and prevent situations that are potentially dangerous to the child; however, accidents do happen. If they do, the teacher will send you a note or an Accident Form letting you know what happened. If the accident is serious, we will immediately notify you and take your child to the closest Emergency Room or to the hospital you have specified on your health form if the child's condition permits.

## MEDICATION

If your child needs to take any medication during school hours, the State Board of Health requires that you do the following:

- Complete a Child's Medication Form (we cannot accept a note).
- The medicine MUST be in the original bottle, must be prescription and must not be outdated. We

cannot give non-prescription medicine such as aspirin, Tylenol, cough syrup, etc. unless it is accompanied by a doctor's statement. A doctor's statement is also required if your doctor gives you a "sample" as a prescription.

- Most of the time, the need for non-prescription medication suggests a contagious condition or problem for which the child should be kept at home until the condition improves.
- If at all possible, you should arrange the schedule of medication so the school gives the medication as few times as possible.

## HYGIENE

- Children must have a daily bath.
- Children should come to the child care with weather-appropriate clothes.
- Hair and scalp shall be thoroughly washed twice weekly or more often as necessary to help reduce airborne parasites.
- Nails shall be kept clean and trimmed very short to prevent the child from injuring himself/herself or others.

## CHILD ABUSE AND NEGLECT REPORTING POLICY

**Reason this policy is important:** Besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life. State requirements may differ, but in the state of Indiana, everyone is considered a mandatory reporter of suspected abuse. Child care staff and parents must understand the reporting obligations and how to manage child abuse and neglect reports.

**Procedure and Practices, including responsible person(s):** All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556, no matter where the abuse might have occurred. Administrators will call to report suspected abuse or neglect.

**All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.**

Signs of suspected child abuse or neglect will be recorded and kept in a confidential file located in the office.

Staff members who are accused of child abuse may be suspended or given leave (**with/without**) pay, pending investigation of the accusation. However, no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete. Caregivers found guilty of child abuse will be immediately terminated.

## ALCOHOL, DRUGS & FIREARMS POLICY

Procedure and Practices, including responsible person(s):

- The use of tobacco in any form, alcohol, or illegal drugs is prohibited on the premises.
- Possession of illegal substances or unauthorized and potentially toxic substances is prohibited.
- All staff will maintain sobriety while providing child care. Staff that is inebriated, intoxicated, or otherwise under the influence of mind-altering substances will be required to leave the premises immediately and will be subject to disciplinary action.
- No guns or other lethal weapons will be allowed in the child care setting. Parents required to carry firearms as a function of their job will lock firearms in their vehicle before entering the child care setting.

## EMERGENCY PLAN

### CPR/First Aid

All staff members are required to complete these trainings. A staff member with CPR and First Aid certification will be on site at all times that children and staff are present.

### In Case of a Medical Emergency:

Parents will immediately be notified in the case of a medical emergency. A copy of each child's record is kept on hand in the child care office. Every effort will be made to contact the child's parent or guardian before calling the emergency contacts listed in the file. These alternate contacts will be called if the child's parent or guardian cannot be reached. If necessary we will transport the child to the hospital of choice/nearest via ambulance.

**Fire Drills:** In an attempt to prepare ourselves for the worst, we schedule monthly fire drills. These drills keep us up to code with the local Fire Marshall and train the children how to best escape from a fire.

**Evacuation Plan:** If our building must be evacuated due to fire or other hazard, we will exit the building using the nearest accessible door and will meet at the Speedway Christian Church. Once all children have been accounted for and we are cleared to re-enter, we will notify parents of the situation.

If our building catches fire or is otherwise damaged during operating hours, we will contact a parent, guardian or emergency contact. If a family member cannot be reached, children will be moved to a safe location and a notice will be posted. In the case of a temporary evacuation, they will be moved to Speedway Christian Church at the corner of Winton Avenue and 14<sup>th</sup> Street.

## SAFETY POLICY

The school has established the following policies to help ensure your child's safety:

- No child will ever be left alone or unsupervised.
- Emergency exit plans are posted in each room.
- Monthly fire drills are held so that children can learn how to exit in an emergency. Attendance is taken at the end of each drill.

- Tornado drills are held in season.
- During non-evacuation emergencies, everyone (e.g., staff, parents, children) present will remain at the child care until the danger passes.
- First aid kits are taken on all trips and attending staff is trained in basic first aid.
- Each staff member is familiar with emergency evacuation plans for weather and fire alerts. Procedures for these events are posted in the classroom.
- Staff members are trained in CPR.

## FIELD TRIPS

Field trips may be scheduled for Pre-K children throughout the year. When your child's class is scheduled for a field trip, a permission slip will be sent home. Dress code may change for these special events and field trips and will be communicated to you on the permission slip.

This permission slip – along with any money needed – must be returned to school by the date indicated. Failure to do this by the due date may result in your child not going on the trip.

If children go on field trips, a school bus is chartered. Insurance is carried by the bus company providing the service.

## FAMILY INVOLVEMENT AND OPEN DOOR POLICY

You are welcome to visit your child's class at any time and are encouraged to do so. It is preferred that parents wishing to observe pre-schedule the observation to minimize disruption to the classroom and ensure that the Director is there to answer any questions so the teacher can maintain attention and regular duties to all of the children. However, unscheduled observations will always be allowed. Parents observing must agree to sit quietly at a designated space in the classroom and reserve all questions for the Director following the observation so as not to distract the teacher and jeopardize the safety of the children. While teachers are available at certain times of the day to answer your questions, the teachers' first responsibility is always to the children.

State regulations and the safety of the children require that teachers do not leave their area to take phone calls during class time. If you must talk to a teacher, the office will take a message and have the teacher call you back when he or she is available. Parents are always encouraged to write notes explaining any special needs of their child or any special requests.

Parent/Teacher conferences, Open House, and other activities are scheduled throughout the year. Parents will be notified of the dates and times of these events. We hope you will be able to attend all of these events so that your child can receive the full benefit of our program.

Families are encouraged to get involved with special events, the Hop-A-Thon, and other activities throughout the school year. In addition, families can make donations to their child's classroom.

Items needed include:

Boxes of tissues (Kleenex, Puffs, etc.)  
Rolls of paper towels

Toilet tissue  
Disinfectant wipes

Disinfectant Spray  
Hand Soap

## CURRICULUM

Each classroom is set up to provide a variety of learning experiences appropriate to the child's age. The child's growth is fostered through diverse learning activity areas within the classrooms. You will see areas that emphasize Math, Science, Language Arts, Music & Movement, Individual & Society, Art, and Gross & Fine

Motor skill development.

Since we emphasize “doing things” as opposed to desk work, your child may feel that they just “play” at school on many days. Please understand that what they interpret as “play” is, in reality, activity-oriented skill development.

We currently use the Abeka curriculum, as it aligns with our hands-on approach to learning and provides a structured, faith-based educational framework.

### **PROGRESS REPORTS**

Progress reports are completed approximately four times per year for Pre-K. Any questions about these reports may be discussed with the child’s teacher. Parent conferences will usually be scheduled about the time the progress reports are prepared.

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held twice per year at the time progress reports are completed (usually in January). We encourage all parents to make an appointment to talk with their child’s teacher and to check on the progress of their child at any time of the year. Special conferences or conferences with the director may be scheduled at any time.

### **CHILDREN WHO ARE NOT STUDENTS WHO VISIT**

We ask that you not allow older siblings or other non-enrolled children to come into the classrooms to play with toys or games. Our materials are used for instructional purposes and our children are taught to use and play with items carefully. We would appreciate your help in this matter.

It is not our policy to take siblings for child care who are not enrolled in the program. If an older brother or sister is off school for a day, please make arrangements for him/her outside of the child care.

### **INVITATION TO OTHER ACTIVITIES**

Families of our school children are encouraged to take part in any activities of the church and are invited to worship here on Sunday mornings.

### **HOP-A-THON**

The “Hop-a-thon” is an annual event. Our children and teachers wear green and anything “froggy” they can find! Pledges are solicited from friends and family and then children hop to earn money for the child care. Watch for exciting information concerning this fun event.

## CHILD CARE DEVELOPMENT FUND (CCDF)

CCDF is a federal program that assists low-income families with a priority of serving impact (welfare to work program) and those individuals who are transitioning from public assistance, to obtain child care so that they can work or attend training/education.

### If You Already Receive CCDF:

It is very important that you stay up to date with your CCDF transactions. **We do not get paid if you forget to sign your child in and out.** You are allowed a certain number of absences per year. Parents who continually fail to sign their children in/out are in danger of losing your CCDF status or having their children removed from our programs. Please ensure your voucher is up to date. If it is not renewed on time and expires, **you will be responsible for paying child care fees until your voucher is renewed.**

## ALTERNATE CARE AND SUBSTITUTE POLICIES

**Alternate Care:** Alternate care is the responsibility of the parents when the contracted child care ministry is closed for notified holidays, continuing education or weather-related closings. It is very important to find alternate care **before** it is needed.

**Substitute Care:** Substitute child care is the responsibility of the provider of the regularly scheduled contracted child care day. Should one of your child's regular teachers be ill or on vacation, a substitute teacher will be placed in the classroom. Classrooms may also be combined to ensure adequate supervision is provided. Every employee has gone through a thorough background check and training process.



## Receipt of Parent Handbook

My signature below certifies that I have read and understand the Parent Handbook for the preschool/kindergarten.

Furthermore, my signature certifies that I agree to abide by all of the policies adopted by the preschool/kindergarten. I also understand that failure to abide by these policies could result in the termination of care for my child/children.

_____	_____
Parent's Signature	Date

_____	_____
Printed Name	

\_\_\_\_\_  
Child's Name

# PARENT HANDBOOK

## SPEEDWAY UNITED METHODIST CHURCH CHILD CARE MINISTRY

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SALLY LEDFORD, DIRECTOR